Mechanical Engineering Intern

Location: 4951 E. Adamo Dr. Suite 240, Tampa, FL 33605
Employment Duration: Part Time
Shift: M-F, Scheduled Availability
Hourly Rate: Varies

Overview:

The Mechanical Engineering Intern is a part-time internship position that performs a range of duties pertaining to the process of product development, prototyping, and production, with a primary focus on prototyping and production. The Mechanical Engineering Intern will report directly to the Director of Operations and work closely with the Engineering Department. The ideal candidate will be consistently scheduled for 12-15 hours per week for the duration of the semester. This is an excellent opportunity to be involved in the development of innovative new products across many different industries, utilizing various methods of prototyping and manufacturing.

Essential Duties & Responsibilities:

- Shipping and receiving of parts, materials, prototypes, products, etc.
- Inventory management
- Perform QC, inventory checks, and First Article Inspection on all incoming shipments
- Prototype and product assembly, analysis, evaluation, and the creation supporting documentation
- Generate documentation package redlines relative to design intent against actual prototypes, T1 samples, and production units
- Propose engineering changes to increase manufacturability, reduce costs, and improve user experience
- Supports manufacturing with design changes and supporting documentation
- Work with other team members and outside contractors as needed
- Organizing and cataloging customer items, bins, and shelf space
- Maintaining back area in a safe, neat, and efficient fashion
- Report on tasks and projects utilizing MS Planner project management tool
- Document hours and allocate to appropriate customer/project using QuickBooks time tracking tool
- Perform other assigned tasks as directed by management
- Adheres to all company policies, procedures, and business ethics codes

Additional Duties & Responsibilities:

- Full design and development of new products/parts utilizing SolidWorks CAD
- Create conceptual design models, renderings and 2D drawings as needed for new product development and marketing
- Create design summary analysis for presentation to customers
- Create product documentation packages
- Responsible for design changes and improvements to existing products and implements changes based on approval from the engineering lead

Required Skills:

- Recent experience designing in SolidWorks (3D modeling and 2D drawing creation)
- Ability to take direction and comprehend design feedback and intent
- High-level of organizational, analytical, problem-solving, and critical thinking skills
- Great attention to detail
- Ability to multi-task
- Computer skills - Microsoft Office 365
- Self-motivation
- Exemplary written, oral, and presentation skills

Preferred Skills:

- Basic knowledge and understanding of manufacturing techniques
- Understanding of tolerances as it relates to assemblies and manufacturing techniques
- Use of power and hand tools

Educational/Certification/License Requirements:

- Currently enrolled in an accredited college or university in pursuit of a Mechanical Engineering degree

BAI, Inc. is an equal employment opportunity employer.

PLEASE NOTE: Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.

Acknowledgement

I have received, reviewed and fully understand the above job description. I further understand that I am responsible and capable of fulfilling the satisfactory execution of the essential duties and physical demands described therein, under any and all conditions as described.

Intern Name: _____

Intern Signature: _____ Date: _____

Manager Signature: _____ Date: _____